## Apprôved For Release 2004/05/05 : CIA-RDP85T00788R000100160004 Date **ROUTING AND TRANSMITTAL SLIP** TO: (Name, office symbol, room number, Initials Date building, Agency/Post) DDICA PPG ATTN: Note and Return Action File For Clearance Per Conversation Approval Prepare Reply As Requested For Correction See Me For Your Information Circulate Comment Investigate Signature Coordination Justify REMARKS Concur with 1 Comments. It appears necessary that CIA implementation of the APEX requirements incorporate the realistic O and necessary points she makes. DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions Room No .- Bldg. FROM: (Name, org\_symbol, Agency/Post) Phone No. App 100 ed For Release 2004/05/05: CIRPROP 15 FOR 188 R000 1 60 160 000 1 Prescribed by 43A FPMR (41 CFR) 101-11.206 ☆ U.S. GOVERNMENT PRINTING OFFICE: 1979 -- 291-184/1

Approved For Release 2004/05/05 : CIA-RDP85T00788R000100160004-3

1. C/SSC  1. C/SSC  1. 4 PPG wants your common the attached memo to incorporate in the OS response to the handbook  3. J disappee but  4. DD/CA 3D-38  5. Apex Control Staff  6. Group. My points of disappeement have  8. Jeen mide known to min and the provided the pr				ROUTING	AND	RECOR	D SHEET
EXEMS:    DATE   TAPTI 1980	SUBJECT:	(Optional)					08 11111
SSU TO: 10 Homer designation, room number, and buildings    C/SSC			APEX	Administ	rativ	e Proce	dures Handbook
TO: (Officer designation, room number, and DATE building)  1. C/SSC  2. C/SSC  3. C/SSC  3. C/SSC  3. C/SSC  3. C/SSC  3. C/SSC  3. C/SSC  4. DD/CA 3D-38  5. C/SSC  3. C/SSC  4. DD/CA 3D-38  5. C/SSC  3. C/SSC  4. DD/CA 3D-38  5. C/SSC  4. DD/CA 3D-38  5. C/SSC  4. DD/CA 3D-38  5. C/SSC  6. C/SSC  6. C/SSC  7. C/SSC  1. C/SPC  1. C/SSC  1. C/SSC  1. C/SPC  1. C/SP	FROM:					EXTENSION	NO.
TO. (Office designation, room number, and positions)  TO. (Office designation)  TO. (Office designation, room number, and positions)  TO. (Office designation)  TO. (Office designation, room number, and positions)  TO. (Office designation)  TO. (O	. Г						DAYE
BECIVED FORWARDED  OFFICES  OF	<b>L</b> _	SSC					
1. C/SSC  1. C/SSC  1. 4 PPG wants your comment on the attached memo to incorporate in the OS response to the handbook  3. June But  4. DD/CA 3D-38  5. Aprx Control Staff  and the Aprix Steern  6. Group. My points of discurrent thomas  8. been mide known to make the man and the process of t		cer designation, room r	number, ond	DAT	E		
2.  1-4 PPG wants your commer on the attached memo to incorporate in the OS response to the handbook.  3.  4. DD/CA 3D-38  5.  6.  6.  6.  7.  8.  8.  9.  10.  11.  12. Mr. pp. 10.  13. 4E-70 Hqs.				RECEIVED	FORWARDED	INIIIALS	to whom. Drow o line ocross column ofter eoch co
on the attached memo to incorporate in the 0s response to the handbook  3. July defends the Aprix Control Staff  and the Aprix Steern description of the Aprix	1.	C/SSC			_		
response to the handbook.  3.  dusuree but  unit defen to the Aprix Control Staff  and the Aprix Steern  Group. My points of dusurement thank  been inde known to min and the Aprix elements.  P.  APrix elements.  11.  12. Mr. PPC  13. 4E-70 Hqs.	_	2, 333					
3.  designe but  interpretation of the Aprix Control Staff  and the Aprix Steern  Group. My points of disagreement have  been made known  to Mr. Mr. and the Aprix elements.  10.  11.  12. Mr. ppd.  13. 4E-70 Hqs.	2.					-	
6.  Group. My points of disaprement have been made known to ma m. and the APEX Steern of the aprement have been made known to ma m. and the APEX elements.  P. APEX elements.  11.  12. Mr. PPC  13. 4E-70 Hqs.							1
6.  Group. My points of disagreement have been mide known to min and the pp.  10.  11.  12. Mr. pp.  13. 4E-70 Hqs.	3.						2 discussion by the
6.  Group. My points of disaprement have been made known to ma m. and the APEX Steern of the aprement have been made known to ma m. and the APEX elements.  P. APEX elements.  11.  12. Mr. PPC  13. 4E-70 Hqs.							a disayue out
6.  Group. My points of disagreement have been mide known to min and the pp.  10.  11.  12. Mr. pp.  13. 4E-70 Hqs.	4.	DD/CA					Lil Ola da Ma
6.  Group. My points of disagreement have been mide known to min and the pp.  10.  11.  12. Mr. pp.  13. 4E-70 Hqs.							way super to voc
6.  Group. My points of disagreement have been mide known to min and the pp.  10.  11.  12. Mr. pp.  13. 4E-70 Hqs.	5.						APER Control Staff
9.  10.  11.  12. Mr.  PPG  13. 4E-70 Hqs.							I de anni Star
9.  10.  11.  12. Mr.  PPG  13. 4E-70 Hqs.	6.			-			and The Arek Stern
9.  10.  11.  12. Mr.  PPG  13. 4E-70 Hqs.							Cour. my points
9.  10.  11.  12. Mr.  PPG  13. 4E-70 Hqs.	7						م ال
9.  10.  11.  12. Mr.  PPG  13. 4E-70 Hqs.	,.						disagreement trave
9.  10.  11.  12. Mr. pp.  13. 4E-70 Hqs.	Q		· · · · · · · · · · · · · · · · · · ·				les ando Kumuns
9.  10.  11.  12. Mr.  PPG  13. 4E-70 Hqs.	0.						
10.  11.  12. Mr.  PPC  13. 4E-70 Hqs.		<del></del>					to Mis M. and Th
11.  12. Mr. PPG  13. 4E-70 Hqs.	у.						APEX elemente.
11.  12. Mr.  PPG  13. 4E-70 Hqs.	••						
12. Mr. PPG  13. 4E-70 Hqs.	10.						16.
12. Mr. PPG  13. 4E-70 Hqs.							
Mr. ppd 13. 4E-70 Hqs.	11.						
Mr. ppd 13. 4E-70 Hqs.							
13. 4E-70 Hqs.	.12. Ma	r.					
14.	Pl	P d					
	13.	E-70 Hqs.					
15.	14.						
15.							
	15.						

STAT

16 April 1980

MEMORANDUM FOR: Deputy Chief, APEX Control Staff

STAT

FROM:

<del>special security t</del>enter

SUBJECT:

APEX Administrative Procedures Handbook

- 1. The APEX Administrative Procedures Handbook contains the requirement for annual inventory of all TOP SECRET APEX material and random audits for SECRET and CONFIDENTIAL APEX material. Yet the guidelines are very general in nature.
  - 2. Some of my areas of concern are in document control:
  - a. The handbook states that control numbers are only placed on cover sheets, front covers (if any), title pages and the first page of the document. We are currently placing the control number on each page of the document. Our justification for this practice is that should pages of a document become separated there will be no means of determining to what document the separated material belongs. If inner pages are xeroxed from a document, there is no means of controlling those pages. SCI numbers and APEX numbers are unclassified; therefore, there would be no security problem with placing them on each page. In addition, placing control numbers on each page would facilitate investigation of violations and leaks.
  - b. The handbook requires control by copy number, including total number of copies of documents prepared. Publications, however, do not have to show the total number of copies prepared.
  - c. The outer envelope of couriered material will only show the statement "To Be Opened by the ACO" referring to the APEX Control Officer). There will be no indication on the inner or outer wrapper as to what type material is being transmitted. The inner envelope

aption

ender tion

states "CONTAINS APEX-CONTROLLED MATERIAL;" however, no notation as to what type of APEX material is contained in the envelope will be shown. If each APEX Control Facility could receive every type of APEX material, this would be no problem. But many facilities will be certified to receive less than the full range of APEX materials. At the present time we show a trigraph or digraph in the upper right hand corner of the outer envelope denoting what type SCI material is contained in the package. The Office of Logistics Mail and Courier Branch has a record of accredited facilities and acts as the first line of protection. If a facility is not on their list for receipt of the material indicated on the package, they immediately contact the Special Security Center and verify the address. This procedure not only protects the material, but also prevents numerous violations from inadvertent exposure.

ACO
official
designated
rep

- d. The handbook makes the statement that the document receipt will be signed by the addressee or the ACO. Members of the APEX Control Staff have emphasized the point of view that only the person who will be responsible and accountable should sign the document receipt. This is unrealistic. An ACO, a registry clerk, or a secretary should sign the document receipt. The document will be logged in and a record made of its dissemination to the addressee. This is a practical approach. Holding these documents for the signature of the addressee will waste professional man-hours, cause cover problems for some addressees and will result in lost document receipts which will require tracer actions.
- 3. This Agency is currently controlling TOP SECRET/
  COMINT, GAMMA Items, TK and material; however, there is no
  control of CONFIDENTIAL COMINT and little control of SECRET
  COMINT. If the APEX Administrative Procedures Handbook is
  implemented as written, it is the undersigned's opinion
  that the Office of Security will have to prepare a supplemental
  paper setting forth additional guidelines and specific requirements to accomplish the required total document control.

Approved For Release 2004/05/05 : CIA-RDP85T00788R000100160004-3

STAT

STAT